

BEDFORD COUNTY

REGIONAL PROGRAM COORDINATOR

The Bedford County Parks and Recreation Department located 1257 County Farm Rd., Bedford, Virginia is seeking to fill the position of Regional Program Coordinator. The candidate will perform intermediate professional work planning, organizing and coordinating recreation and athletic programs in the Liberty High School District. Work is performed under regular supervision of the Director of Parks and Recreation. Supervision is exercised over volunteers, coaches, game officials and seasonal staff.

General knowledge of sports such as baseball, tennis, soccer, softball, volleyball, football and basketball and some knowledge of other sports; familiarity with Dixie Baseball and Softball, VHSL, and NFHS rules and regulations, general knowledge of modern principles and practices of recreation and physical education.

Graduation from an accredited college or university with a bachelor's degree in Parks and Recreation or closely related field preferred, or a minimum of two (2) to five (5) years of experience in recreation, or an equivalent combination of education, experience, and/or training sufficient to demonstrate the necessary knowledge, skills, and abilities.

Applications are available on our website: www.bedfordcountyva.gov and are also available from the Bedford County Human Resources Office, Bedford County Administration Building, 122 East Main Street, 2nd Floor, Bedford, VA 24523, (540) 586-7601. Applications will be accepted until position is filled. Only interviewed applicants will be notified when position is filled.

EOE, ADA

POSITION TITLE:	REGIONAL PROGRAM COORDINATOR
DEPARTMENT:	PARKS AND RECREATION
FLSA STATUS / GRADE:	NON-EXEMPT
CLASSIFICATION:	FULLTIME
REPORTS TO:	ATHLETIC COORDINATOR, PARKS AND RECREATION

GENERAL DESCRIPTION OF POSITION:

Perform intermediate professional work planning, organizing and coordinating athletic programs within the Liberty High School Region; does related work as required. Work is performed under regular supervision. Supervision is exercised over volunteers, coaches, game officials and seasonal staff.

Planning, organizing and supervising athletic events; recruiting and supervising coached, staff and game officials; maintaining records and files; preparing reports. (The following duties and responsibilities are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Plans, organizes and directs practices for a variety of indoor and outdoor athletic events and team sports for all age groups within the region.
 - Resolves Problems and disputes among participants and officials within the region.
 - Ensures proper use of equipment and facilities.
 - Recruits, trains and assigns coaches, scorekeepers, clock keepers and other part-time and volunteer personnel.
 - Manages participant registration and oversees local drafts and formation of teams.
 - Checks on programs and ensures compliance with established policies and procedures.
 - Ensures pay sheets of officials, site supervisors and other part-time personnel are tracked and correctly reported.
 - Inventories athletic equipment for the region and ensures proper maintenance and storage.
 - Serves as a liaison between BCPRD and the region's recreation boards.
 - Purchases uniforms and ensures proper distribution/collection and storage.
 - Coordinates the use of athletic fields and gymnasiums at various sites; coordinates with the Bedford Count School office when appropriate.
 - Prepares and submits budget recommendations for the allocation of personnel, equipment and supplies of athletic programs.
 - Performs related tasks as required.
 - Accomplishes all tasks as appropriately assigned or requested by management.
 - Participates in employee meetings and training as needed.
 - Performs special projects as assigned.
 - Meets attendance requirements and maintains the highest level of dependability.
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•	Consistently demonstrates ability to respond to changing situations in a flexible manner in order to meet current needs, and reprioritizes work as necessary.
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QUALIFICATIONS:

Education / Experience:	Graduation from an accredited college or university with a bachelor's degree in Parks and Recreation or closely related field preferred, or a minimum of two (2) to five (5) years of experience in recreation, or an equivalent combination of education, experience, and/or training sufficient to demonstrate the necessary knowledge, skills, and abilities.
Knowledge / Skills and Abilities:	General knowledge of sports such as baseball, tennis, softball, volleyball, football and basketball with basic knowledge of other sports; familiarity with Dixie Baseball and Softball, VHSL and NFHS rules and regulations; general knowledge of modern principles and practices of recreation and physical education; general knowledge of athletic field and facility maintenance practices; ability to prepare technical reports; computer experience including web maintenance, Microsoft Word, Excel and Publisher; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with community officials, associates, volunteer groups, program participants and the general public.
Certifications / Licenses:	Parks and recreation certifications such as NRPA and VRPS credentials are preferred.
Physical Requirements:	<p>The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities.</p> <p>This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.</p>
Environmental Factors:	Employee is subject to inside and outside environmental conditions and atmospheric conditions.
Special /	Subject to a complete criminal history background search and drug

Additional Requirements:	screening with acceptable results. Possession of an appropriate driver's license valid in the Commonwealth of Virginia.
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